POINTS OF CONTACT

ENLISTED RETENTION SECTION (MMEA-6)

DSN Fax @ 9835 Admin Clerk @ 9238 FTAP Chief @ 9237 STAP Chief @ 9239 General Admin @ 9769 Latmove Chief @ 9235 CRS Monitor @ 9776 Career Counselors @ 9241

COMBAT ARMS UNIT (MMEA-82)

02XX Monitor @ 9965 03XX Monitor @ 9246 0311/21 Monitor @ 9245 0369 Monitor @ 9292 18XX/57XX Monitor @ 9964 08XX Monitor @ 9959 352X Monitor @ 9958 353X Monitor @ 9248 58XX Monitor @ 9957

AVIATION/ COMMUNICATION UNIT (MMEA-84)

Career Counselors 800.833.2320

6042/62/7X/92/625X/8X Monitor @ 9950 61XX Monitor @ 9953 65XX/70XX Monitor @ 9255 64XX/66XX Monitor @ 9256 6046/6211-6242/73XX Monitor @ 9949 6048/63XX Monitor @ 9254 59XX/68XX/72XX Monitor @ 9337 31XX/40XX Monitor @ 9954 26XX Monitor @

SERVICE SUPPORT UNIT (MMEA-83)

0121/61/44XX Monitor @ 9227 0151/43XX Monitor @ 9228 0193/05XX @ 9960 21XX Monitor @ 9226 2311/34XX/55XX/98XX Monitor @ 9249 11XX/2336 Monitor @ 9972 04XX Monitor @ 9973 1361/71/46XX Monitor @ 9251 3361/3381/41XX Monitor @ 9250 1391/16/41/45/49 Monitor @ 9252 3043 Monitor @ 9974 3044/3051 Monitor @ 9975

9999 MONITOR UNIT (MMEA-81)

3380612/21-27 Monitor @ 9956

0613/14/19/29/48/91 Monitor @ 9955

9999 Monitor @ 9217

HUMANITARIAN UNIT (MMEA-86)

Head @ 9333 Admin @ 9331

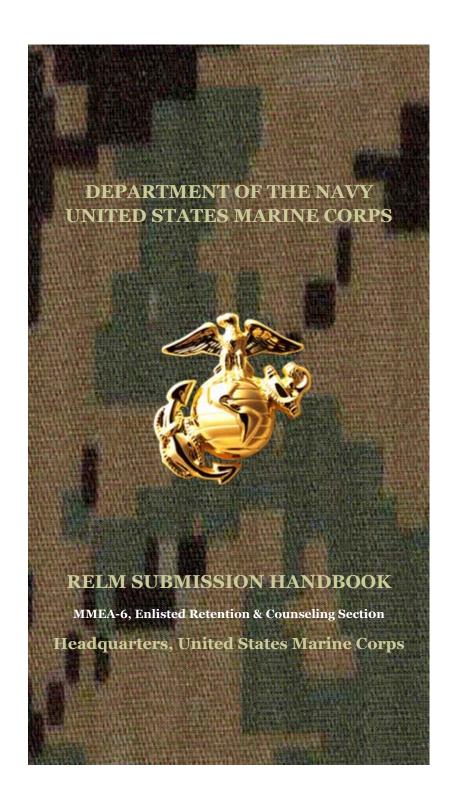
SPECIAL ASSIGNMENT UNIT (MMEA-85)

Head @ 9266 DI Monitor @ 9263 MSG Monitor @ 9967 MCSF Monitor @ 9264 Recruiter Monitor @ 9968

CRS LIASONS

MMEA 82 Liaison @ 9336 MMEA 83 Liaison @ 9262 MMEA 84 Liaison @ 9261

The DSN prefix for Quantico is 278-XXXX. If you are dialing commercial, please dial (703) 784-XXXX.



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I. INTRODUCTION

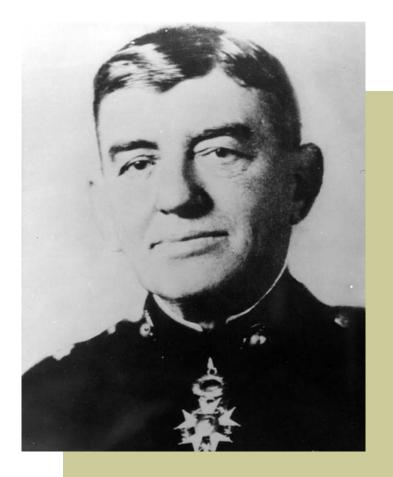
This handbook was created to assist Career Retention Specialists (CRS's) with the Reenlistment/ Extension/Lateral Move (RELM) request submission process. It is designed to be a quick reference for CRS's and a guide for new CRS's to aid them in submitting RELM requests to Headquarters Marine Corps (HQMC) via the Total Force Retention System (TFRS).

The information contained within this handbook has been compiled based on many of the common mistakes seen on thousands of RELM requests processed at HQMC.

The overall goal of this handbook is to ensure that CRS's have a useful tool for the correct submission of RELM requests to HQMC via TFRS. This will enhance the accurate and timely processing of RELM requests submitted, and will improve the efficiency of the entire CRS force.

The sections are comprised of lists of items to review prior to submitting a RELM request. CRS's are encouraged to create RELM submission checklists based on these items.

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"Among all the honors, among all the postings, promotions and medals that have been awarded me, the one in which I take most pride is to be able to say, - 'I am a Marine'."

General John A. Lejeune

No supporting documentation (Waiver, Pg 11, 12, etc.)
Marine not within height/weight/body fat/PFT standards (see MCO P1600.12_).
Marine is currently in HUMS status.
Not qualified for lateral move MOS requested.
No boatspaces available.
Submitted as wrong request type.
NJPs, Civilian Convictions, or Courts Martial not entered on front page of TFRS RELM request.
No duty stations requested on first term requests.
Duty stations requested on careerist requests.
Duty stations requested on lateral move requests.
First term Marine is from future fiscal year.
Careerist is more than 12 months from EAS.
No justification for early reenlistment request.
Marine is not reenlistment eligible due to draw case code of AY (assigned RE-3O).
Number of months requested would put Marine beyond ECFC's.
Request is for 60 or 72 months but Marine is not on special program.
First term 24 month reenlistment requests.
No justification/reason for extension request.
CO certification is not from CO with court-martial
convening authority.

VII. CO AND CG ENDORSEMENTS

CO and CG endorsements are important. All of them are read and many make the difference in how a tough case is handled. The information stated in these endorsements showcases the time and effort invested by the CO/CG as well as his or her professional assessment of the Marine's potential. These comments add an important perspective on each particular Marine and should never be left blank.



II. REENLISTMENTS

This section should be used as a checklist of items to be reviewed prior to submitting requests for reenlistment on all Marines, first term Marines, and career Marines, respectively.

All Marines

Correct RELM type (Standard, Early, QRP, etc.).	
Correct number of months.	
Correct fiscal year.	
Active Duty/Reserve RELM as appropriate.	
Potential ECFC issues.	
Broken/Prior Service (Statement of Service required).	
CO Certification – Rank, Name, Unit, Phone #, (of CO who has court martial authority over SNM).	
Verbatim CO's comments.	
Verify Height, Weight, Body Fat (Verified by S-3).	
Current, valid PFT.	
Submitting CRS Rank, Name, Unit, Phone Number.	
Amplifying comments in FCP Comments section as appropriate.	
Check Draw Case Codes.	
Check for NJP's, Courts-Martial, Civilian Convictions.	
Submit supporting documentation as necessary (see <i>Documentation</i> section for more detailed info).	
Acquire waivers as necessary (see <i>Documentation</i> section for more detailed info).	



The Best Team

First Term Marines

- ☐ SNM's EAS is in current fiscal year.
- Boatspaces are available.
- Verify Prior Service Enlisted Personnel (PSEP) status.
- ☐ Average in service Pro/Con for Sgt's w/less than I year TIG and all Cpl's and below.
- ☐ Check for fitness report date gaps (more than 30 days) for Sgt's w/more than I yr TIG and all SNCO's.
- ☐ Include duty station choices (IAW MCO P1040.31 & current Enlisted Retention Guidelines).
- ☐ Amplifying info in FCP Comments as appropriate (All comments entered are read at HQMC).

Career Marines

- ☐ Check for fitness report date gaps (more than 30 days) for Sgt's w/more than I year TIG and all SNCO's.
- ☐ SNM is within 12 months of EAS or has valid reason to request early reenlistment.
- ☐ Amplifying info in FCP Comments as appropriate.

III. EXTENSIONS

This section should be used as a checklist of items to be reviewed prior to submitting requests for extension on all Marines, first term Marines, and career Marines, respectively.

- ☐ PFT or height/weight exemption for pregnancy A copy of medical verification of pregnancy, including due date. Applies to pregnant Marines only.
- Interviews for lateral moves - Copy of interview if required for lateral move MOS.
- □ Lateral move to MOS requiring top secret security clearance and/ or SSBI - SSO letter of eligibility for top secret Honor, Courage security clearance and/ or SSBI. Not required if SNM already holds



& Commitment.

the required security clearance.

- ☐ Overseas extension beyond 6 years CG endorsement.
- ☐ Special Duty Assignment (SDA) w/reenlistment Copy of SDA checklist (DI, RCTR, MSG, MCSF, MCT).
- ☐ Lateral move to Career Retention Specialist (CRS) Copy of CRS checklist.
- ☐ Prior service Marine Type Statement of Service in FCP comments, attach to RELM, or fax to MMEA-6.
- \square NIP Pg II/I2 (or UPB entry in lieu of pg I2).

VI. COMMON PROBLEMS

Listed here are the most common problems seen on requests submitted.

- □ No CO or CRS contact info (Rank, Name, Unit, Phone #).
- Fitness Report date gaps.
- □ No current PFT.
- ☐ No average in-service Pro/Con.

☐ Attach any necessary documentation to RELM or fax to	All Marines
MMEA-6 @ DSN 278-9835 (see <i>Documentation</i> section fo more detailed info).	Submit as extension vice reenlistment or lateral move.
First Term Marines	 Reason for extension is on request (should be in FCP comments).
☐ Ensure PMOS is closed.	 Extension is not covered by local command authority
☐ Ensure requested MOS is open.	(Obligated service).
☐ Review current fiscal year Enlisted Retention Guidelines	☐ Correct number months.
MarAdmin for lateral moves allowed out of open MOS to	☐ Potential ECFC issues.
critical MOS. CG's endorsement is required for Marines requesting late	 CO certification – Rank, Name, Unit, Phone Number, (of CO who has court martial authority over SNM).
move from an open MOS to a non-critical open MOS.	Verbatim CO's comments.
Career Marines	Submitting CRS Rank, Name, Unit, Phone Number.
Counsel career Marines on promotions and MOS credibility.	First Term Marines
V. DOCUMENTATION Listed here is the documentation required for specific types or	Only MMEA-6 can authorize a cross-FY extension on first term Marines.
RELM requests. Documentation should be attached to the REL or faxed to MMEA-6. A comment should be made in FCP	☐ Tour II extensions (extensions for deployment) are sent via Naval Message to MMEA-12.
Comments that documentation was attached or faxed.	Career Marines
☐ Hard RELMs – NAVMC 10842, CG endorsement, CO endorsement, Pg 11, Pg 12 (or UPB entry), Pg 13 (as necessary for court-martial).	 Only Director, PMD can approve an extension beyond ECFC's.
☐ DUI/DWI Hard RELMs – Same as Hard RELMs, but also	IV. LATERAL MOVES
include court documentation for civilian convictions and a documentation of substance abuse training.	This section should be used as a checklist of items to be reviewed prior to submitting requests for lateral move on all Marines, first term Marines, and career Marines, respectively.
Extensions for pregnancy – A copy of medical verification of pregnancy, including due date. Applies to pregnant Marines or Marine spouses.	
	All Marines
PFT exemption – Used only when a Marine is deployed in support of real-world operations (ie: Operation Enduring	 Ensure SNM is qualified for MOS(s) requested per MOS Manual.
	☐ Submit as lateral move vice reenlistment or extension.
Freedom) and unable to take PFT. A copy of PFT exemptic signed by CO.	Include any necessary amplifying comments in FCP Comments.